

CHE Procedures for Expenditure of Lottery Funds at Presbyterian College

The Financial Aid Office at Presbyterian College uses rules set up in our Banner and Slate network to award state funded scholarships such as SC Hope, SC LIFE, Palmetto Fellows and Enhancement scholarships.

Using state regulations that are reviewed annually, the Financial Aid Office also monitors eligibility for newly admitted students and for returning students.

All eligible students must complete the SC residency certification as well as provide a valid high school transcript upon initial enrollment and complete the State Affidavit annually.

Funds are requested each semester after review and verification of eligibility for each student award. Following the submission of the Fall, Spring and Summer CHEMIS report, invoices are sent to CHE for funds matching the CHEMIS report.

Presbyterian College uses a private auditing firm annually to review disbursements of state funds.

Procedures for awarding state Lottery Scholarships: SC Hope, SC Life and Palmetto Fellows

Presbyterian College follows all regulations and legislation for lottery funded scholarships. Details are found using this link: <https://www.che.sc.gov/students-families-and-military/scholarships-and-grants-sc-residents>

1. New Students - Initial and Estimated awarding of state funds for incoming students:

Admissions will identify potential SC HOPE and SC LIFE recipients using high school transcripts and test scores. All state scholarships will have an "Estimated" status until: (1) high school transcript; (2) state residency; and (3) state affidavit are completed and reviewed. Once all these items are received and reviewed, then scholarships will be "accepted/certified" by Financial Aid and the Student Account is credited.

\$2800 SC Hope – students meet the minimum 3.0 high school SC UGP GPA.

\$5000 SC LIFE – Students meet 2 of the following 3 criteria:

- Earn a minimum 3.0 high school SC UGP GPA
- Rank in the top 30% of their graduating class
- Earn at least a 1100 SAT or 22 ACT

Certification of state funds is completed by the Financial Aid Office

SC Hope- Using an official final high school transcript sent from Admissions or in SLATE>Materials, verify that the student earned at least a 3.0 SC UGP GPA.

SC LIFE – Using an official final high school transcript sent from Admissions or in SLATE>Materials, verify that the student meets 2 of the following 3 criteria:

- Earn a minimum 3.0 high school SC UGP GPA
- Rank in the top 30% of their graduating class

Using official SAT/ACT scores found in SLATE> Materials or Banner>SOATEST:

- Earn at least a 1100 SAT or 22 ACT

\$6700 Palmetto Fellows – Review the CHE listing of Palmetto Fellows recipients designated for our institution on the CHE Portal. <https://etl.che.sc.gov/SSO5/Login.aspx?ClientID=Connect>

Admissions will send final high school transcripts for review.

Official High school transcripts must show:

- Student name
- The word FINAL on it
- Graduation date
- SC UGP GPA and date calculated
- Class rank must be calculated
- Signed and dated by the principal

New students will submit a State Residency form



2026-2027 South Carolina Residency Certification

How can we help?
Office of Financial Aid
903 South Broad Street
Columbia, SC 29225
804.933.5226

Student First Name: Student Last Name: Student ID:

Are you (the student) a U.S. Citizen or eligible Non-Citizen? Yes or No

The South Carolina Tuition Grants Program and South Carolina Commission on Higher Education requires all recipients to certify that they are South Carolina residents to receive these funds. The student (or the person who provided at least half of the student's support or claimed the student as a federal tax exemption or dependent) must be a South Carolina resident for a period of at least 12 months prior to the start of the term of enrollment. No person is eligible for state aid unless he/she is domiciled within South Carolina for 12 consecutive months immediately preceding the term of enrollment or meets a residency exemption under state law. The burden of proof is on the student. This completed form, and all required documents, must be submitted to the financial aid office for review.

1. Who provides at least half of your financial support or claims you as an exemption on a federal income tax return? Relationship to Student Email

2. Permanent Physical Home Address (NO P.O. Box) of the person named in #1 above. Street City State Zip

3. How long has the person named in #1 (above) been a resident of South Carolina? Select the date the person listed in #1 began living continuously in SC.

The student can proceed to sign and submit below. Once student submits, the parent will receive a link to the email provided above to finish the form. The student and parent must have separate log-ins to complete the form.

Parent Section

The parent will receive an email to complete this section once the student signs and submits.

4. Is the parent listed in #1 a U.S. Citizen or eligible Non-Citizen? Yes or No

5. Provide legible copies of ALL FOUR of the following documents for proof of South Carolina Residency for the person named in #1.

PLEASE NOTE: If any document provided does not name the parent listed in #1, then ALL FOUR documents must be provided for both the parent and spouse!

a. Proof of an establishment and primary domicile in South Carolina (e.g., Mortgage Statements, Deed, Lease Agreement, etc.). This must include dates that show residence for at least one year, and, Mortgage, Deed or Lease Agreement

b. Copy of the South Carolina Driver's License, or if non-driver, a South Carolina identification card, SC Driver's License or ID card must be at least a year old; if not please provide a 3 year driving record that can be obtained here: <https://dmvs.sc.gov/driver-services/drivers-license/driving-record>; and, Driver's License, State ID Card, or Driving Record

c. Copy of the South Carolina Vehicle Registration Card(s) for at least one vehicle owned or co-owned, issued within the 45-day requirement as mandated by State Law, or if no vehicle is owned or co-owned, a signed statement declaring no vehicle is owned or registered in any state; and, Vehicle Registration *

d. Copy of the 2025 South Carolina State Income Tax Return (NOT the federal return) - all 3 pages, if you file an extension, you will not be able to submit this form until taxes are complete. This could cause delays in state fund disbursement for your student. State Taxes *

Use for completion of the worksheet
If you are adding a mortgage or deed, be sure you upload a document that has dates prior to August 2025.
The SC Tax Return says "Post SC Tax Return" on the top of the first page. Do not send the federal tax return. Do not need send the Declaration of Electronic Filing for the SC taxes.
If your driver's license is less than a year old you can also add the old license to the uploads. Both licenses are needed.
Feel free to upload to any free space on the worksheet.

I certify that all the information given is true and accurate. I understand that if I provide erroneous information in an attempt to qualify for financial assistance programs based on State residency, I must repay the State of South Carolina for funds fraudulently received and will be subject to applicable civil or criminal penalties. I also understand that I may be asked to provide additional information, documentation or clarification.

Signature of Applicant Date

Signature of Person Named in #1 (if applicable) Date

New students will submit a State Affidavit



SC State Aid Affidavit

Student First Name: Student Last Name: PC ID:

The South Carolina Code of Law requires any applicant receiving state aid (i.e., SC Hope, SC LIFE, SC Palmetto Fellows, SC Tuition Grant) certify the following each academic year:

I, , certify that I have never been adjudicated, delinquent, or been convicted or pled guilty or nolo contendere to any felonies and have not been convicted or pled guilty or nolo contendere to any second or subsequent alcohol or drug related misdemeanor offenses under the laws of this or any other state or under the laws of the United States since one year prior to the first day of classes for the Fall 2026 Semester. If my status changes after signing this affidavit and before the first day of classes for the Fall 2026 Semester, I understand and agree that I must and will immediately report my adjudication, conviction, or plea to my college financial aid office and that I will lose eligibility for State Aid in the 2026-2027 academic year.

By signing this:

- I certify the above statement is true.
- I certify that I have not defaulted or owe a refund for federal or state aid.
- I understand the renewal criteria for my state aid listed below.

SC Hope Scholarship is only awarded for the freshman year. A student may earn the SC LIFE Scholarship in the sophomore year if they meet the criteria stated below.

SC LIFE Scholarship requires the following:

- 3.0 LIFE GPA (this includes all courses taken at all eligible institutions based on a 4.0 scale)
- earn 30, 60, 90 hours entering your sophomore, junior, senior years, respectively
- it is MY responsibility to send to PC all official transcripts from other colleges/universities.
- I must be enrolled full time (12 hours) each semester.
- If I lose my SC LIFE Scholarship, I may earn it back in the next academic year; however, the scholarship is only available for 8 consecutive semesters.

SC Palmetto Fellows Scholarship requires the following:

- 3.0 PC GPA only
- earn 30 NEW hours each academic year
- I must be enrolled full time (12 hours) each semester.
- If I lose my SC Palmetto Fellows Scholarship, I am no longer eligible to receive it for the rest of my college career; however, I may earn the SC LIFE Scholarship pending the renewal criteria listed above.
- The SC Palmetto Fellows Scholarship is available for 8 consecutive semesters.

SC Tuition Grant requires the following:

- 2.0 PC GPA only
- pass 67% of the courses you attempt
- I must be enrolled full time (12 hours) each semester.
- I must file my FAFSA each academic year by AUGUST 1st and have financial need.
- The SC Tuition Grant is available for 8 total semesters.

Signature Date

2. Returning Students and Renewal

- Renewal eligibility is determined after spring grades are final using the ARGOS report for state funds. Students that are in eligible are notified via email before summer school begins.
- Returning eligible students must sign the State Affidavit annually. State residency rolls over unless there is a change in residency that makes the student ineligible.

SC HOPE - Does not renew. It is for the first year of college only. Student are reviewed for the SC LIFE scholarship eligibility at the end of the first year.

SC LIFE – Students must earn at least 3.0 LIFE GPA and an average of at least 30 credit hours by the end of each academic year. Use ARGOS report>RZRSSN for renewal review.

Palmetto Fellows – Students must earn at least 3.0 institutional GPA and 30 credit hours each academic year. After the first year, Palmetto Fellows is awarded for \$7500. Use ARGOS report>RZRSSN for renewal review.

Each early fall semester, submit the Palmetto Fellows Renewal report on CHEMIS –

<https://etl.che.sc.gov/SSO5/Login.aspx?ClientID=Connect>

SC LIFE and Palmetto Fellows Enhancement

After the first year of college, using ARGOS reports>RZRSSRN, students that have declared an approved STEM or Education Major and renew their LIFE or Palmetto Fellows scholarship can earn another \$2500 Enhancement Scholarship.

Approved STEM majors are:

- Accounting
- Biology
- BioChem
- Biophysics
- Chemistry
- Computational Biology & Bioinformatics
- Computer Science
- Math
- Physics
- Medical Physics

Approved Education Majors are:

- Early Childhood Ed and teaching
- Elementary Teacher Education
- Jr High/Intermediate/Middle School Education
- Special Education, General
- English Language Learner Education PK-12

For the Education Enhancement: There is a contractual agreement that must be signed that commits you to teaching in SC public school (any public school, any grade) in order to fulfill a one-year service requirement for the \$2500 award. Students are notified of these details by email. Students will complete this online form (form copy follows this section of the P&P) approved by SC Student Loan Corp (copy of email confirmation follows this section of the P&P) in Dynamic Forms. RRAAREQ code will be EDUENH for eligible students.

- For each year that you receive that \$2500 Enhancement, you must be eligible for the SC LIFE or Palmetto Fellows scholarship and be in an approved Education major before the last day to drop/add classes for the fall semester.

- For each year that you received the Enhancement, you are obligated to serve in a SC public school or repay what you used while in college.

- Failure to serve for the year in a SC public school does require that you repay the \$2500 in funds that were used. There is no interest on the \$2500 to be repaid if you decide not to fulfill the service obligation.

The Education Enhancement scholarship is added for eligible students in offered status to accept or decline since there is service agreement.

Fwd: Request to approve Enhancement Contractual Agreement

2 messages

April Baur <agbaur@presby.edu>
To: Kay Henderson <akhenders@presby.edu>

Fri, Sep 20, 2024 at 10:34 AM

Confirmation that our online agreement is in good standing.

April Baur, M. ED
Director of Financial Aid



----- Forwarded message -----
From: Ray Jones <RJones@scstudentloan.org>
Date: Fri, Aug 23, 2024 at 2:37 PM
Subject: RE: Request to approve Enhancement Contractual Agreement
To: Alexandra Harris <AHarris@scstudentloan.org>, agbaur@presby.edu <agbaur@presby.edu>

We're good to go April.



Ray Jones
Vice President of Loan Programs

* = required field



2024/2025 SC LIFE/Palmetto Fellows Scholarship Education Enhancement Agreement

ELIGIBILITY CRITERIA - The following criteria are required of all recipients. Should you not meet the following criteria, you are not eligible for the Enhancement. You must meet the Eligibility Criteria each year in order to receive the Enhancement.

1. A resident student who is attending an eligible four-year public or independent institution of higher learning in SC (the "College");
2. Majoring in an eligible education, science education, or mathematics education program, and who is receiving a LIFE/Palmetto Fellows Scholarship for the current year;
3. Must be a sophomore undergraduate level or higher based on initial enrollment;
4. May not receive the Enhancement for more than three total years of instruction, including the sophomore year, if enrolled in a CHE approved four-year degree program, or for not more than four total years of instruction, including the sophomore year, if enrolled in a CHE approved five-year degree program or a 3 plus 2 program;
5. Must be making satisfactory academic progress as defined by the College;
6. Must be enrolled as a full-time undergraduate degree-seeking student as defined by the College;
7. Graduated from high school or completed a home school program as prescribed by law; and
8. Be a U.S. citizen or permanent resident (green card holder) at the time of high school graduation and be a legal resident of South Carolina as defined in applicable State statutes governing the determination of residency for tuition and fee purposes at the time of high school graduation.

PLEASE NOTE: The Enhancement for education majors requires teaching service in a South Carolina public School to be forgiven. Recipients who do not teach at an eligible public school in South Carolina must repay the Enhancement as defined by the repayment terms set forth in this agreement.

The Enhancement may not exceed the cost of attendance as determined by the College's Financial Aid Office.

Forgiveness

The SC LIFE/Palmetto Fellows Scholarship Education Enhancement requires the recipient to teach in a South Carolina public elementary or secondary school in order to receive forgiveness of the Enhancement. Forgiveness is based on a recipient teaching one full year for each year the Enhancement is received. For example, if a student enters into an Enhancement Agreement for three (3) years and then teaches for two (2) years, the student will be required to repay one (1) year of the Enhancement. If the student taught for three (3) years, the entire Enhancement amount would be forgiven. **I agree to notify the financial aid office should I wish to cancel aid for any reason including but not limited to changes in enrollment or course of study. Failure to teach will require repayment of the full amount of the Enhancement funds received by the student.**

Save Progress

Next

Enhancement Agreement

As used here, "I," "me", and "my" refer to the Student. The word "CHE" refers to the South Carolina Commission on Higher Education and any successors or assigns.

1. Program Eligibility. I agree that to maintain eligibility under this program, I must be pursuing a course of study leading to certification as described by the SC Department of Education. I agree that I shall:

- a) Maintain enrollment on a full-time basis in an eligible four-year public or independent institution of higher learning in SC (the "College"); and
- b) Maintain LIFE/Palmetto Fellows Scholarship eligibility for the current year;
- c) Pursue a course of study leading to certification as a teacher at the elementary, or secondary level, as determined by the state of South Carolina; and
- d) Once certified, teach on a full-time basis in South Carolina in a public elementary or secondary school; and
- e) Provide CHE, or its agents, as it requires, evidence of compliance with the above requirements.

2. Enhancement Amounts. I understand that state funding and the amount of the Enhancement is subject to change at any time. Furthermore, I understand that participants in the program may not receive an Enhancement that exceeds the Enhancement amount certified by the College. The amount of the Enhancement is not to exceed \$2,500 and may be less depending on state and federal regulations not to exceed the cost of attendance.

3. Forgiveness/Cancellation. I understand that I shall be eligible to receive forgiveness that equals one year of Enhancement funds received for every one year of full-time teaching service that is completed. There will be no forgiveness for partial years of teaching. I understand that if I do not initially meet the requirements for forgiveness as set forth in Item 1(C) above, but subsequently do so, I will not be entitled to a refund or credit provided for any amount of my Enhancement I have repaid; however, any unpaid Enhancement Balance at the time I begin to teach will be eligible for forgiveness subject to all terms and conditions contained herein.

4. Repayment. I agree that if CHE determines that I have failed to meet the conditions described in Item 1, I agree that I will: a) Repay the amount of the Enhancement received, prorated according to the fraction of the teaching obligation not completed, as determined by CHE (the "Enhancement Balance"). b) On the first day of the calendar month after six months have elapsed after I cease to carry the normal full-time academic workload at an eligible institution, commence making regular monthly payments on the Enhancement Balance c) Immediately following any period in which I am no longer meeting the requirement of the teaching service, I will commence making regular monthly payments on the Enhancement Balance

5. Repayment Assistance. Upon request and agreement between my servicer and me, I may be granted a forbearance in which regular payments do not have to be made.

6. Payments. I agree that if required by Item 4 to repay my Enhancement Balance I shall: a) Repay the Enhancement Balance in periodic installments during the repayment period that begins as noted in Item 4(B) and (C). b) Make payments according to a schedule established by the servicer which calls for complete repayment in not more than ten (10) years from the beginning of the repayment period. This period will be extended by any period of forbearance granted to me as described in Item 5 above. Unless specifically authorized by the servicer, the monthly installments shall be at a rate of not less than \$50 per month.

7. Prepayment. I may prepay the Enhancement Balance in whole or in part, without penalty. If I prepay the Enhancement Balance in part, I agree to continue to make regularly scheduled payments until all of the Enhancement Balance is paid in full.

8. Discharge. I understand that CHE will cancel my Enhancement repayment obligation if it determines: a) On the basis of a sworn affidavit of a qualified physician, I am unable to teach on a full-time basis because of an impairment which began after contracting for the Enhancement that is expected to continue indefinitely or result in death; or b) On the basis of a death certificate or other evidence of death that is conclusive under state law that I have died; c) I agree that, in order to cancel my obligation as described above, I, my personal representative, or my estate, must submit an Affidavit of Total and Permanent Disability, Death Certificate, or other documentation required by CHE in order to render a discharge determination.

9. Default. At the option of CHE, or its agents, the student may be in default under the terms of this Enhancement Agreement after any notice required by law, and CHE, or its agents, will have the right to give Student notice that the Enhancement Balance is due and payable at once. If CHE chooses to accelerate payment of the Enhancement Balance, CHE does not give up its right to do so. A student will be in default for any of the following reasons: a) Student fails to make required Enhancement payments by the end of the calendar month in which the Enhancement Balance becomes 180 days past due; or b) Student made any materially untrue statement or misrepresentation in applying for this Enhancement or at any time thereafter; or c) Student fails to comply with the express purpose and terms of this Enhancement.

10. Waiver. I acknowledge and agree that failure by CHE to exercise any right hereunder with respect to any failure or breach of mine shall not constitute a waiver of the rights as to any subsequent breach or failure.

11. Governing Law and Notices. The terms of this Enhancement Agreement will be interpreted in accordance with South Carolina and federal laws. Any notice required to be given will be effective if mailed by first class to the latest address I have

provided.

12. Assignment, Sale or Transfer. Enhancement Agreement to anyone else. CHE may sell, or otherwise transfer, one or all of my Enhancements without my consent. Should ownership or servicing of a Enhancement be transferred, I will be notified of the name, address, and telephone number of the new holder and if the address to which I make my payments changes. Sale or transfer of my Enhancements to a subsequent holder does not affect my rights and responsibilities.

Signature

Date

3. Transfer Students

Transfer students must provide an official high school transcript and final transcripts from any college they earned credits from previously.

SC LIFE: Once the Registrar reviews and updates LIFE GPAs, transcripts can be reviewed for earned credit hours. Students must meet renewal credits as any returning student would.

Palmetto Fellows: Student must designate Presbyterian College to receive their state funds and be on the PC list from CHE. Start at this webpage: <https://www.che.sc.gov/students-families-and-military/scholarships-and-grants-sc-residents>
>Palmetto Fellows

Scholarship Self Service

In-State Transfer Request: This is for current Palmetto Fellows recipients transferring from one eligible SC institution to another eligible SC institution.

Reapplication Request: This is for current Palmetto Fellow students who either 1) took a gap term/year, or 2) are transferring from an out-of-state institution to an eligible SC institution.

[Begin Application](#)

Banner Fund Codes

- SCHOPE – SC Hope
- LIFE – SC LIFE/UG
- LIFENH -SC LIFE Enhancement/UG
- LIFEG - SC LIFE/GR
- LIFENG- SC LIFE Enhancement/GR
- PALMET -Palmetto Fellows/UG
- PALMEN Palmetto Fellows Enhancement/UG
- PALMG - Palmetto Fellows/GR
- PALMGE - Palmetto Fellows Enhancement/GR
- EDUENH – Education Enhancement/UG

CHEMIS Reports

<https://connect.che.sc.gov/Connect/Security/Login?ClientID=CHEMIS>

Following the CHEMIS Data Submission dates received from CHE, FA will use the ARGOS report>RZRCHEM to gather data for SC Hope, LIFE and Palmetto Fellows as well other funds required to be reported to CHE each semester. Upload the file to CHEMIS here: <https://connect.che.sc.gov/Connect/Security/Login?ClientID=CHEMIS>

Save the CHEMIS PDF report once the report passes all validations and errors are cleared out for account reconciliation.

CHE Invoices

Submit CHE invoices each semester after the CHEMIS report has been uploaded. Totals for invoiced funds should match CHEMIS report totals.

Reconcile invoice totals using ARGOS>Paid and Accepted Aid report; Banner>RPIFAWD; and Ledger files requested from the Business Office.

The invoice supporting documentation should include:

- a list of names
- amount awarded
- the semester and
- fiscal year

Your payment request should be a consolidated PDF document starting with the invoice on the first page followed by the supporting documentation for each scholarship program.

Student IDs or other PIII should never be included as part of this documentation.

Dec.1, 2022

**Bryce Wilson, Director of Finance
SC Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201**

Fall 20xx Invoice for SC LIFE Enhancement

\$xx,xxx.00

**Remit to: Presbyterian College
ATTN: Cashier's Office
503 S. Broad St.
Clinton, SC 29325**

Send questions or concerns to:

**Controller
Presbyterian College
503 S. Broad St.
Clinton, SC 29325
busofc@presby.edu**

**April Baur, Director of Financial Aid
Presbyterian College
503 S. Broad St.
Clinton, SC 29325
agbaur@presby.edu**

Funds will arrive in the Business Office by EFT and then Financial Aid is notified. Totals are then reconciled by Financial Aid.

SC Need based Grant/Foster Care funds

Banner Fund code is SCFC

\$2000 annual award

Requirements:

Complete a FAFSA

Be 'needy' as defined by title IV;

A US citizen/SC resident;

Enrolled at the time of grant disbursement;

Not convicted of any felonies or been convicted of any second or subsequent alcohol or drug-related misdemeanor offenses within the past academic year by signing affidavit;

Does not owe a refund or repayment on a state grant, Pell Grant, or a Supplemental Educational Opportunity Grant (SEOG) and not be in default on a loan under the Federal Perkins Loan or Federal Direct Loan program(s);

Has not exceeded eligible need-based terms; and

Complete any other documentation required by the financial aid office at the institution at which the student is enrolled.

Invoices are sent to Kathryn Harris at CHE – kharris@che.sc.gov

Eligible students' names are sent to PC to the designated campus contact.